



**STATE OF GEORGIA**  
**Division of Family and Children Services**

**Nathan Deal**  
Governor

**Bobby D. Cagle**  
Director

These items need to be submitted via postage mail.

1. Criminal Records Check/Initiation of Process
  - a. To be completed by contractor. Please use **COGENT**. Background checks last 5 years. If they are still usable (within 5 years), **they MUST be though COGENT**. If they are not, you will have to get them through **COGENT**. Please address this in your budget if needed. **These MUST be NOTARIZED**.
  - b. Please see attached Background Check Form for additional information.
2. Georgia Department of Revenue Form <http://doas.ga.gov/StateLocal/SPD/Seven/Pages/Home.aspx> and e-mail indicating "Approved" from Department of Revenue
  - a. Please complete the attached Tax Compliance Form
3. Security Immigration & Compliance Contractor Affidavit– Businesses  
Download the Affidavits (3 forms) at [https://www.audits.ga.gov/NALGAD/section\\_3\\_affidavits.html](https://www.audits.ga.gov/NALGAD/section_3_affidavits.html)  
Federal Work Authorization (E-Verify) Number can be obtained by visiting and/or registering via the USCIS E-Verify Website Portal. The Work Authorization (E-Verify) Number can be 4, 5, or 6 digits long; NO letters.  
<http://www.uscis.gov/e-verify>
  - a. To be completed by contractor. **These MUST be NOTARIZED**.
  - b. Please see the attached Security Immigration & Compliance Form. Complete the Contractor Affidavit, and have any sub-contractors complete the Subcontractor Affidavit. **ALL FORMS MUST BE NOTARIZED**.
4. Certificate of Liability Insurance
  - a. To be completed by entities other than governments.
  - b. Please see the attached Insurance Para 129 Form to ensure your organization has the appropriate amount of insurance.
5. Corporate Resolution – Nonprofits
  - a. To be completed by contractors. Please see the attached Sample Corporate Resolution. This sample is a possible template. Contractors are not required to use this template, but the Corporate Resolution needs to include all of the items on the template. **This MUST be NOTARIZED**.
6. W-9
  - a. To be submitted by the contractor.
  - b. Please attach with the Vendor Management Form
7. OFS Vendor Management Form
  - a. To be completed by the contractor.
  - b. Please see the attached Vendor Management Form.

Mail all correspondences to Kirby McClendon at  
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Atlanta, GA 30303